

City of Burien, Washington

Local Government Management Fellowship Work Plan

The City of Burien seeks to design a fellowship program that will provide comprehensive work experience for graduate students interested in a career in local government. Ultimately it is our goal that upon completion of this program, the Fellow will be prepared to function at a management level in a mid-size municipality, or in an upper level position in a smaller jurisdiction. We are committed to creating a successful experience for the Fellow, therefore, the fellowship program will be designed to benefit both the student and the City of Burien in a way that maximizes the benefit to our community.

Commitment to Mentoring the Fellow:

The City will provide:

- A one-year fellowship with the option to consider a second year extension.
- Associate member membership in Washington City/County Management Association (WCCMA).
- One WCCMA conference registration and related costs.
- Reimbursement for pre-approved costs not covered by ICMA for the 2016 ICMA Annual Conference in Kansas City/Jackson County, MO, September 25-28, 2016.
- Participation in training sessions that improve understanding of local government and enhance skills and abilities.
- Scheduled monthly meeting with the City Manager in order to ask questions and seek career advice.

Goals/Expectations

The goals for the Fellow will be:

- To develop a better understanding of local government, especially at the management level.
- To develop specific skills and knowledge that are needed by local government managers.
- To develop a better understanding of how intra-governmental teams work together to serve residents.
- To experience managing meaningful management level projects.
- To produce work that assists the City of Burien and its citizens while providing an opportunity for the Fellow to gain valuable skills in municipal management.

The Fellow will be expected to manage a schedule similar to that of a local government manager by working on many projects from a diverse selection of departments simultaneously. S/he will be considered part of the senior leadership team, attending, Leadership Team meetings, Council meetings, and other relevant meetings.

Description of Potential Local Government Involvement by Fellow:

The fellow will serve as a member of the City Manager's Department. As such, the fellowship will be structured to provide broad exposure to a variety of local government issues and services. Samples of work include:

- Strategic Planning – Assist with completion, adoption, and implementation of the City's strategic plan.
- Intergovernmental Coordination – Research, communication, and coordination.
- Process Improvement – Coordinate and lead process improvement reviews for various departments.
- Project Management - Assist the Parks, Recreation, and Cultural Arts Department with the selection, conversion, and implementation of a new Recreation Registration System.
- Research and Analysis – Provide research and/or analysis of items that will emerge as a result of a Council, City Manager, or Department Director requests.
- Political Process - Attend Council Meetings and present information to elected officials and residents.

In addition, the fellow will be asked to identify areas of interest. The City will seek to create opportunity in those areas.